

Great Falls Job Service

Certified One-Stop Center



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Today is February 9, 2012

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GREAT FALLS JOB SERVICE EMPLOYERS COMMITTEE (JSEC)

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Local intranet

100%

**Use child labor laws to focus your job search.
It is a waste of time to apply for jobs you cannot legally be hired to do!
Child Labor Laws**

.....

All minors, regardless of age, may be employed:

- By their parents or guardians. (Except in manufacturing, mining & hazardous occupations)
- In family agriculture or farming.
- In the delivery or collection of newspapers, periodicals or circulars.
- As an actor, model or performer.
- As a legislative aide.
- In casual domestic work in a person's home.
- As an official or referee for a non-profit athletic organization

Minors under age 14 may not be employed in jobs other than those listed above.

14 & 15 year olds may not be employed:

- During school hours.
- Before 7 a.m. or after 7 p.m. during the school year, or after 9 p.m. in summer months.
- More than 3 hours per day on a school day
- More than 18 hours per week during school weeks
- More than 8 hours per day during non-school weeks
- More than 40 hours per week during non-school weeks

14 & 15 year olds may be employed:

- Cooking is permitted only at snack bars, soda fountains, lunch counters & cafeteria counters.
- Sales work in retail stores
- Dispensing gas & oil & performing courtesy service in gas stations
- Most cleanup work, including operating vacuums & floor waxers (No power driven mowers)

Youth under the age of 18 *may not* be employed in the following occupations:

- Manufacturing & storing explosives
- Riding outside a motor vehicle to assist in transporting or delivering goods
- Logging and saw milling
- Power-driven woodworking machines
- Exposure to radioactive substances
- Power-driven hoisting apparatus, such as forklifts & cranes
- Power-driven metal-forming, punching & shearing machines
- Any mining position
- Slaughtering, meat-packing, processing or rendering
- Power-driven bakery machines
- Power-driven paper-products machines
- Manufacturing of brick, tile & other similar products
- Power-driven circular saws, band saws & guillotine shears
- Wrecking, demolition & ship breaking operations
- Roofing operations
- Excavation operations

Driving Regulations for Teen Employees:

- 16 year olds and younger may not drive on public roads while working.
- 17 year olds may drive cars and light duty trucks for running errands or making deliveries during daylight hours.
- 17 year olds may drive as much as one-third of their work day or 20% of their workweek
- Teen drivers must hold a state license valid for the type of driving being performed, have

successfully completed a state approved driver education program, and have no record of any moving violation at the time of hire.

- In addition, the driving performed by the 17-year-old employee may not involve:
- Towing vehicles;
- Route deliveries or route sales;
- The transportation for hire of property, goods, or passengers;
- Urgent, time-sensitive deliveries;
- Transporting more than three passengers, including employees of the employer;
- Driving beyond a 30 mile radius from youth's place of employment;
- More than two trips away from the primary place of employment in any single day for the purpose of delivering the employer's goods to a customer;
- More than two trips away from the primary place of employment in a single day for the purpose of transporting passengers, other than employees of the employer.

For more information regarding child labor laws, visit www.youthrules.dol.gov

Resources for Finding a Job

1. Great Falls Job Service One-Stop Center
2. Apply directly to a business which you are interested in
3. Placement and counseling offices at high schools, community colleges and universities
4. The Yellow Pages show you the wide varieties of businesses that are out there. It's a great start for ideas.
5. Newspaper wanted ads
6. The Internet. This is a great resource!
7. Federal, state, city and county personnel offices.
8. Job leads from friends, family, & neighbors

Attitude

Positive attitudes and negative attitudes are both like magnets: they attract the same thing. Positive attitudes invite positive results and negative attitudes invite negative results.

Points to remember ...

- Your attitude, the way you think, is like a magnet to others
- Your attitude may be the most important thing about you
- With a positive attitude, you stand a better chance of doing almost anything (keep trying until you achieve your goal).
- Enthusiasm is a great attitude
- A good attitude will lead to success
- Your attitude can determine the direction in which your life goes
- Believe in yourself. Believe you can do it.

Tips For an Effective Job Search

- Make a "to do" list every day. Outline daily activities to look for a job.
- Be a good "JOB HUNTER", meaning look at company job postings on websites and read the job description, responsibilities, and hourly wage. A good job hunter is considered to be more educated about the job(s) he/she is applying for!
- Apply for jobs early in the day. This will make a good impression and give you time to complete applications, have interviews, take tests, etc.
- Call employers to find out the best times to apply. Some companies take applications only on certain days and at certain times during the week.

- Write down all employers you contact, the date of your contacts and the people you talked to.
- Apply at several companies located in the same area, when possible. This saves time and money.
- Be prepared. Have a “master application” or personal data sheet and résumés, pens and job information with you all the time. Who knows when a “hot lead” will come your way?
- Follow up leads immediately. If you find out about a good job late in the day, call right then! Don’t wait until the next day. You snooze, you lose!
- Network. Tell everyone you know that you are looking for a job. Stay in touch with friends and contacts. Follow up new leads immediately.
- Read pamphlets and books on how to get a job.

The Job Application

Employers use a job application to find out about you. Each application form is a bit different, but the type of information needed to complete it is fairly standard.

Employers want to know about your:

- Personal history—who you are and where you live
- Education—school, training, licenses
- Work Experience—paid/Volunteer Experience (unpaid)
- References—someone who knows you and your work skills

Complete a master application and take it with you when you go job hunting. All of the information you will need is on one page.

Tips For Completing a Job Application:

1. Read over an entire application before you begin writing!
2. Follow the instructions.
3. Print neatly using an ink pen.
4. Do not list “anything” for the employment/position desired. List a job title and add “or a related position.”
5. When listing the salary, be careful not to over-price or under-sell your skills. Write “open,” “negotiable,” or “based on responsibilities.”
6. Fill in every blank. If a question does not apply to you, write “N/A” which means “not applicable.”
7. Describe your skills and abilities.
8. Be honest and don’t stretch the truth.
9. When you put a start date, make sure that you are available to start on that date.
10. Ask permission before you list someone as a reference. Make sure you have their complete name, address, occupation and telephone number.
11. Double-check the spelling, dates, phone numbers and addresses for accuracy.
12. Sign your application.

Remember — How you complete a job application shows an employer how well you follow directions and complete important tasks.

7. Areas Employers Look For in Good Job Candidates:

1. Schedule Availability	Employers are looking for individuals with flexible schedules, meaning they are available to work during large chunks of time. Many employers understand that youth are in school and can accommodate school or extracurricular schedules. If you are a student looking for a job, when you fill out an application pay special attention to your availability in the evenings and on the weekends. Employers are more likely to hire an individual who is available to work during these times.
2. Pay Expectations	Many applications ask for a desired starting wage. In many cases, especially if you have not worked before, you should mark "Flexible" in this space. This tells the employer that you are willing to work out a desired wage with him/her. If you have worked before, either put your hourly wage from your last job or an average hourly wage for the job you're applying for. In the State of Montana, Minimum Wage is currently \$7.65 per hour.
3. Work History & Job Stability	Employers look at the "Work History" portion of your application to see if there are any sudden, frequent, or lengthy gaps of time where you were unemployed. This tells the employer how long you stay with each job.
4. Relevant Experience	Depending on the position you are applying for, employers will see if you have matching experience for the job. If you've had jobs, volunteer opportunities, or other forms of work before, you have some sort of experience. Make sure to use action words to describe some of your responsibilities. Some responsibilities may include: <ul style="list-style-type: none"> • Babysat two children under the age of ten for three years. • Handled and counted cash for five months at XYZ Job. • Responsible and on time. <p>As you can see from the examples above, employers look for action words, your experience, and how long or how much time you've done the experience.</p>
5. Professionalism and Enthusiasm	Professionalism is an attitude and an appearance. It means wearing appropriate attire, and acting appropriate or adult-like at a job. ATTIRE The general rule when going to a job interview is to dress on the dressier side rather than the casual. Different jobs have different dress codes. For example, when you go to interview for a clerk job at a grocery store, you may want to wear nice slacks and a button up shirt or a knee-length skirt, blouse, and heels. ENTHUSIASM One way to set yourself apart from the crowd when applying for a job is to be enthusiastic about the job and as well as your everyday demeanor.
6. Communication Skills	Good communication skills are necessary in the workplace. Employers want to know that you're able to communicate well with others. In the list of communication skills below, check the box <i>if</i> you do the following things: <ul style="list-style-type: none"> <input type="checkbox"/> Think before you speak <input type="checkbox"/> Speak clearly <input type="checkbox"/> Ask questions when you don't understand something <input type="checkbox"/> Pay attention to non-verbal cues, Non-verbal cues include body movements such as nodding your head to show someone you're listening to what they are saying. <input type="checkbox"/> Smile when listening and speaking to others <input type="checkbox"/> Control negative emotions <input type="checkbox"/> Screen out distractions (for example, cell phone calls at work) <p>All the items above are examples of good communication skills. If you did not check some of the items above, you can get better at them by practicing with family members and friends.</p>
7. Customer Service Skills	Good customer service is: <ul style="list-style-type: none"> • Being polite to customers and employees • Having a positive attitude even when times get rough • Understanding a customer's complaint and trying to solve it without getting upset • Asking customers if they need any help finding something • Saying Hello, Thank You, and Have A Nice Day!

General Rules for Writing a Resume

- Limit your resume to one or two 8 1/2" x 11" pages.
- Don't use "I" or "my."
- Write out numbers between one and nine, but use numerals for all numbers 10 and above. If you begin a sentence with a number, write it out.

- Don't include personal information (marital status, social security number, religion, age, height or weight).
- Be clear and concise in your descriptions.
- Don't use abbreviations or acronyms
- Check for periods at the end of full sentences, be consistent with your punctuation and don't use exclamation points.
- Use spell check but remember that spell check doesn't catch everything.
- Use jargon and terms specific to the industry in your resume.
- Don't overcrowd your résumé

Resumes: Why You Really Need Two

Technology is rapidly changing the job-hunting rules. A traditional resume is still an important tool, but the number of employers using scanners to select applicant pools is growing. It is common for traditional resumes and those sent via e-mail to be scanned and searched for keywords by a computer. This creates a problem because traditional resumes are written using action words (verbs) and keywords are usually nouns or noun phrases. Since the computer selects an applicant pool based on the number of keyword "hits," a traditional resume may not make it through the first cut.

Guidelines for Electronic and Scanned Resumes:

1. Use left justification for the entire document.
2. Use a sans serif font like Arial or Optima in size of 10 to 14.
3. Avoid tabs
4. Avoid hard returns whenever possible.
5. Avoid italic text, script, underlining, graphics, bold and shading.
6. Avoid horizontal and vertical lines.
7. Avoid parentheses and brackets.
8. Avoid compressed lines of print.
9. Avoid faxed copies that can become fuzzy.

Action Words For Use In A Resume:

Accomplished	Evaluated	Produced
Achieved	Expanded	Recommended
Adapted	Gained	Reduced
Administered	Gathered	Represented
Arranged	Graduated	Researched
Assembled	Increased	Reviewed
Assumed	Influenced	Scheduled
Built	Improved	Served
Carried out	Interviewed	Set up
Collected	Introduced	Simplified
Communicated	Invented	Sold
Completed	Maintained	Solved
Conducted	Met with	Steered
Counseled	Modernized	Suggested
Created	Motivated	Taught
Demonstrated	Organized	Trained
Designed	Participated	Updated
Developed	Performed	Used
Distributed	Prepared	Won
Earned	Presented	Wrote

Ten Tips For Writing a Great Resume:

1. Use job titles and skill headings that relate to and match the job you want.
2. Make your resume attractive and easy to read. Design it in a way that employers can quickly find the most important information about your work experience, skills and education.
3. Even more important than design is content. Use concise sentences and keep it short (1 or 2 pages is best). Proofread the master copy carefully and have someone else proofread it too.
4. Analyze the want ads and job descriptions to identify keywords that will make your resume stronger and more effective.
5. Employers are looking for people with good interpersonal skills. Refer to your communication skills and your ability to work well with others.
6. Stress your achievements. In addition to outlining your skills, show the employer how you've used those skills to get results. Identify accomplishments!
7. Your resume is an "advertisement" for yourself. Remember, you're selling your talents. Don't sell yourself short!
8. Prioritize the content of your resume. Put the most important and relevant information up front.
9. Tweak your resume and cover letter to personalize it as much as possible for the employer you have targeted for a job.
10. Don't include irrelevant information such as age, weight, height, etc.

The Job Interview

Your job application and resume got you this far. Now, more than ever, it's important to make a good impression. Begin by doing a little homework so you're prepared for the interview. The more you know about the company and the job you are applying for, the better you will appear in the interview. Find out as much information as you can about the company and what it does. Equally important, but sometimes overlooked, is simply knowing the location of the interview and how to get there.

Preparing for the Job Interview

Prepare your interview materials before you leave for the interview. Bring several copies of your resume and a list of references. Dress appropriately for the interview. You will be judged in some respects by what you wear and how you present yourself.

The Interview: What To Do and What Not To Do

Do ...

- Dress like other people who work at the company.
- Go to the interview alone.
- Be on time or a few minutes early.
- Shake hands with the interviewer and smile.
- Be yourself and be honest.
- Listen carefully to what the interviewer is saying.
- Speak clearly and use good grammar.
- Talk about the skills you have developed that will help you do the job.
- At the end of the interview, thank the interviewer,
- shake hands and ask when you might hear from him/her.
- Be prepared to ask questions.

Do Not..

- Wear a T-shirt with words on it.
- Wear a hat, jeans that are too tight or baggy, shorts or a baseball cap.

- Cross your legs, fold your arms or touch your face. These body language signals could indicate a negative attitude, boredom or doubt.
- Speak about a former employer in negative terms.
- Loose your cool.
- Smoke or chew gum.
- Wear excessive jewelry, including rings/bars in your tongue, eyebrow, nose and/or lip.
- Ask about salary, vacations, or promotions until after you receive a job offer.
- Hang around after the interview is over.

If it makes you feel more comfortable, tell the interviewer you are nervous. It can help to break the ice.

Questions You Might Be Asked:

❑ Q: Tell me about yourself

A: You don't have to present your autobiography. Briefly describe your school work and any previous jobs you may have held. Tell the interviewer how you could be an asset to the company and why you would like to work there.

❑ Q: Why do you want to work here?

A: Few questions are more important than this one! Answering, "I don't know," or "I need the money," will tell the interviewer you don't really care about the job. This is the time to show the interviewer your interest in the company and to talk about your skills and how they would benefit the company.

❑ Q: What is your major weakness?

A: This question comes up in many job interviews — and it can throw you if you're not prepared. When you want to discuss your strengths, how do you talk about your weaknesses? You do it by turning a weakness into a strength. For instance, "I sometimes worry too much about my work and I can be a perfectionist," or "I don't have a lot of experience yet — but I want to learn."

❑ Q: What have I forgotten to ask?

A: Use this as an opportunity to summarize your strengths and your desire to work for the company. Make it clear that you understand the job requirements and that you can succeed.

Here are a few other questions you might be asked. Consider what your answer would be for each one.

- ❑ What is important to you in a job?
- ❑ Have you thought about what you would like to do as a Career?
- ❑ What hours can you work?
- ❑ What are your favorite classes/activities at school?
- ❑ What qualities do you find important in a coworker?

Questions you might ask the interviewer:

- ❑ What do you like about working in this organization?
- ❑ Were there any questions I didn't provide an adequate answer to?
- ❑ What are the key challenges of this position?
- ❑ What kind of person are you looking for?
- ❑ What are the job duties?
- ❑ Who would be my supervisor?
- ❑ What qualities are you looking for in new hires?
- ❑ What is the next step in the hiring process?
- ❑ When will the decision be made about this position?

After The Interview:

Make each interview a learning experience. Immediately after it is over, ask yourself these questions:

- What points did I make that seemed to interest the employer?
- Did I present my qualifications well? Did I overlook qualifications that were important for the job?
- Did I learn all I needed to know about the job
- Did I ask questions I had about the job?
- Did I talk too much? Not enough?
- Was I too tense? Too relaxed?
- Was I too aggressive? Not aggressive enough?
- Was I dressed appropriately?

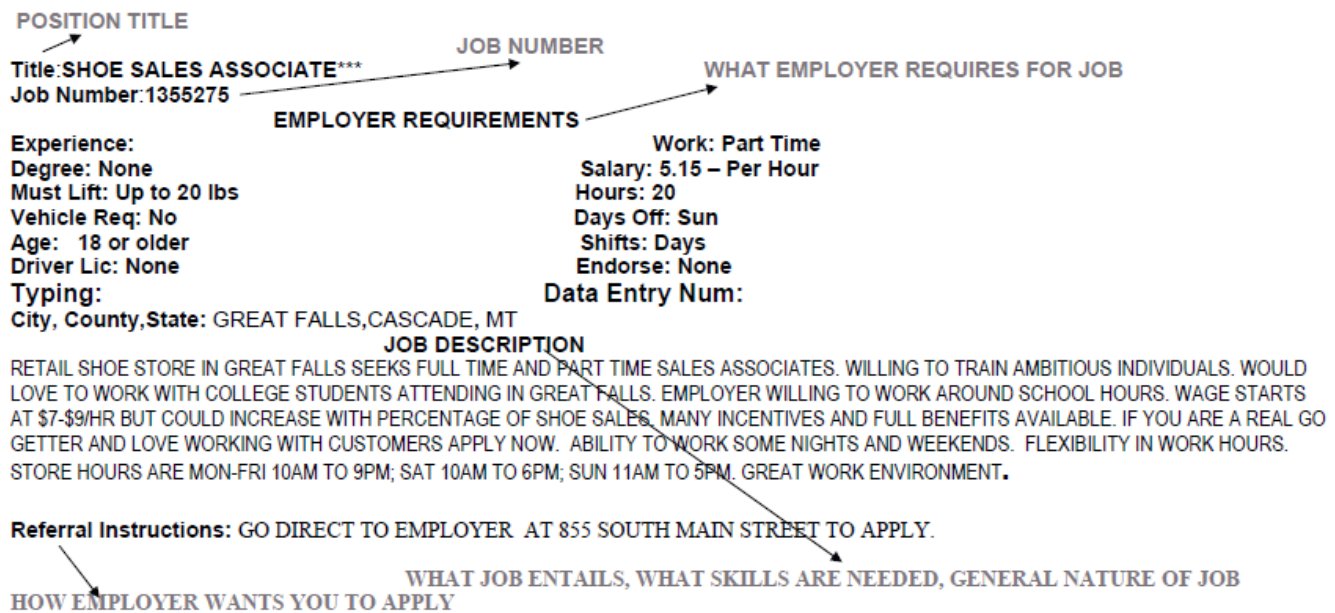
If you plan carefully and stay motivated, you can get a job that uses your skills and pays you well. Make a list of specific ways you can improve your next interview. Remember, practice makes perfect. The more you interview, the better you will get. And remember, a thank you note to the employer or interviewer might sway them in your favor!

SKILLS LIST

You may have skills you don't even know that make you a valuable employee. Even if you don't have a work history, communicating these skills to an employer is your next step!

Are good at talking on the telephone	I communicate well. I am sociable and enjoy working with people.
Are quick-witted and a natural at telling jokes and stories	I am self-assured and relate well to people. I enjoy speaking in public.
Crunch numbers and eat math problems for breakfast	I have great math skills.I am precise and analytical.
Have an eye for taking great pictures and know how to capture the moment	I have strong conceptual skills and enjoy technical Work.
Make or sew whatever you like and can't keep up with your agile fingers	I have excellent manual dexterity, fine motor skills and an eye for detail.
Are up on music and know every song on the charts	I learn quickly and have a good memory.
Are "straight" with people and do what you say you will	I am honest and reliable.I get straight to the point.
Do a classic jump shot—you know the secret of practice	I am persistent, determined, motivated and goal-oriented.
Arranged 350 CD'S alphabetically	I am orderly and methodical.I have strong organizational skills.
Love to shop and find the best sales wherever you go	I am resourceful and have great budgeting skills.
Are "green" and plan to thrive in a recycled world	I am adaptable and environmentally-conscious.
Care about people and am patient	I am caring, sensitive and people-oriented.
Can think of 10 different ways of doing everything	I've got valuable working skills.I am a creative problem solver.
Are into team sports and put together astounding plays	I work well as a team member and adapt easily to new situations.
Are cool under fire and know how to deal with difficult situations	I am a good negotiator. I communicate well and look for solutions.

HOW TO READ A JOB ORDER



Okay, You Got the Job, Congratulations!

Here are some tips on how to keep it.

- Your first responsibility is to be on time.
- Work hard & complete your assignments to the best of your ability. It's up to you to show your worth.
- Listen carefully to instructions and ask questions if you don't understand.
- Keep your eyes and ears open. Watch and learn how things operate & then follow the rules.
- Show initiative & don't always wait for someone to tell you what to do. Before you start looking for something else to do, make sure you have finished your assigned tasks.
- Keep a positive attitude.
- Show respect to your supervisor and be polite to those around you.
- Don't assume you know more than the people you work with.
- Work at making friends & not enemies. You may not like all the people you work with, but the bottom line is that you still have to work with them.
- Never say anything or agree with anything negative about anyone.
- Be friendly but don't form close ties with co-workers who complain or are negative.
- Be willing to accept constructive criticism. When you make a mistake, acknowledge it, take it seriously, & correct it as soon as possible. Show that you can learn from your mistakes.
- Don't make casual phone calls during your work hours.
- Jump at the chance to learn new things.